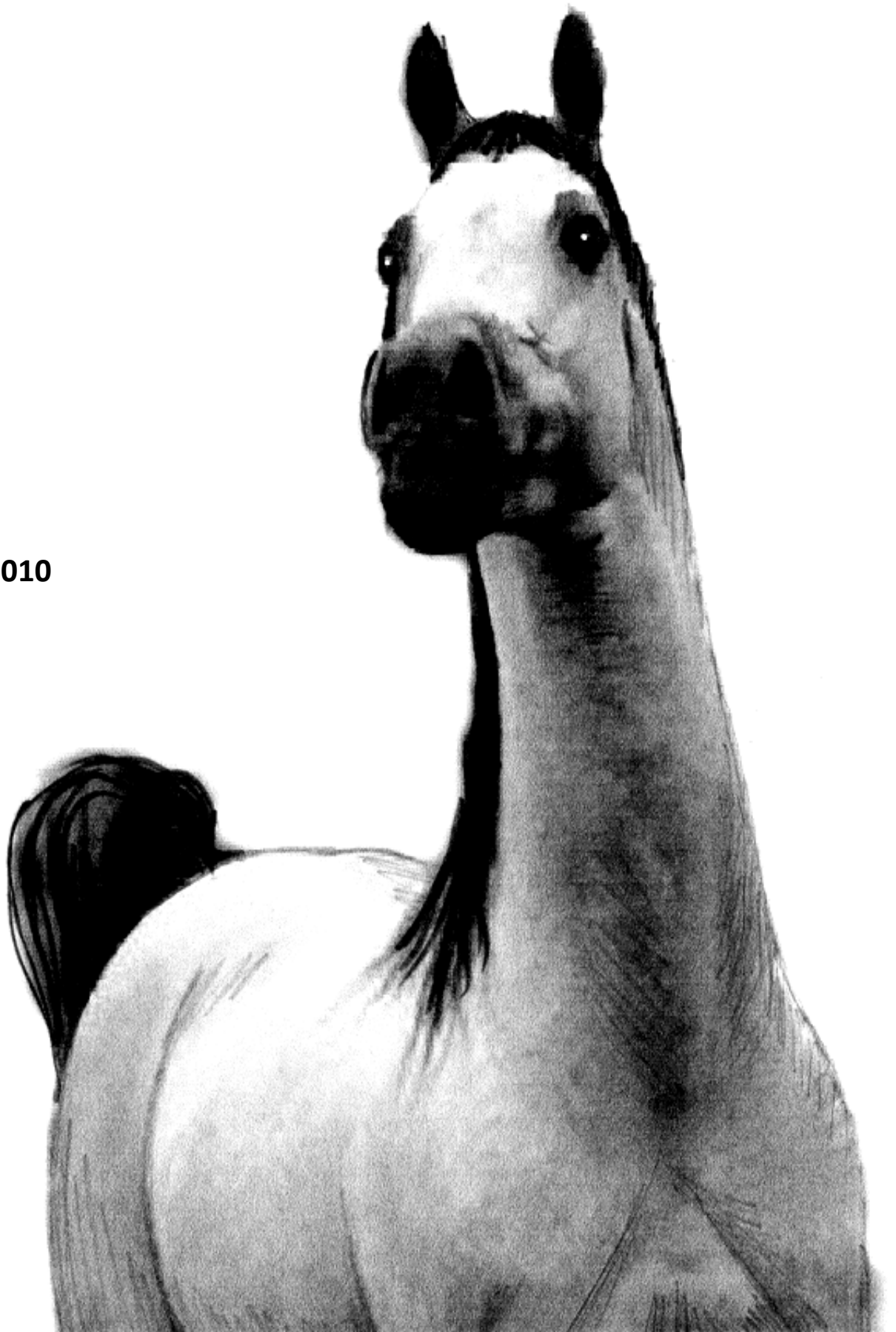


Tallebudgera Pony Club Members' Handbook

January 2010



History

Our Pony Club originated in Tweed Heads and Kirra, on the primary school grounds near the zoo. Hence the previous name of Twin Towns. Reg and Jan Kennedy were the founding members. In 1967 the club grounds were located at Salk Oval, Palm Beach, until the Mills property in Currumbin which was our temporary grounds shortly before 1974 when the Council allocated land at Andrews Road, Tallebudgera.

In our early years, Mr Merv Craig (President), Mrs Nola Craig (Chief Instructor) and Mrs Sadie Schmith – (Secretary), all of whom are life members of our club, and early club families including the Palmer, Booth, Anstee, Jaa, Staatz, Pomroy, Mills, McClymont, Farrel, Warrington and many others, gave the firm grounding to the Club we are today.



1973...this is a photo of Allan Craig on 'Bandit' and Ping Jaa on 'Geordie ' at the Mill's Farm (Twin Town Pony Club grounds) with the Mayor of the Gold Coast Robert Neumann and wife Jenny Neumann.



Original tie and badge

Table of Contents

Introduction from the Committee	3
General Information	3
Equipment for Pony Club	8
Membership	9
Rules of Tallebudgera Pony Club.....	11
Outside Events	12
Risk Management	14
PCAQ Proficiency Certificates	23
PCAQ By-Laws	24

Introduction from the Committee

Welcome to the 2010 edition Tallebudgera Pony Club Handbook! We hope that you will find lots of useful information within its slim confines – whether you are a seasoned parent, a blossoming rider or a prospective member. We have tried to use the handbook to convey important information that you may need throughout the pony club year – starting with rules, guidelines for membership, use of the grounds and ending with extracts from the rules of the Pony Club of Queensland.

The committee must underline that Tallebudgera Pony Club (hereafter referred to as TPC) works only because parents and members, like you, are willing to help throughout the year. Please let us know what you like and dislike about the handbook so that we can make it what you need it to be – a source of useful information for all pony club members and prospective members.

President..... Donna Borthwick
Vice President Petra Westergaard &
Ping Jaa
Chief Instructor Ping Jaa
Secretary..... Amanda Allen
Treasurer - Aimee Sheedy
General Committee Scott Douglas
Trevor Robinson
Susie Van Kampen
Jenny Hodgson

General Information

Our Objectives

The Tallebudgera Pony Club has formally set out its objectives within its Articles of Association:

- To encourage young people to ride and learn to enjoy all kinds of sport connected with horses and riding.
- To provide instruction in riding and horsemanship and to instil in members the proper love and care of their animals.

- To promote the highest ideals of horsemanship, citizenship and loyalty, thereby cultivating strength of character and self discipline.

Why Pony Club?

The main aims of the Pony Club Association of Queensland are that affiliated pony clubs will:

- Teach their junior members to ride well and enjoy all kinds of sport connected with riding,
- Instil in them the proper care of their animals,
- Offer them the opportunity of being taught a higher standard of riding than they might otherwise get.

Pony clubs strive to make the young people of today enthusiastic and have them properly taught the many branches of horsemanship so that they will be the capable horsemen and women of tomorrow.

Setting Standards

By setting a standard that is practical for Australia and schooling the junior members along those lines, pony clubs help members understand what will be expected of them when they take part in competitive riding and provide them with a means of assessing their own abilities, prior to being judged at an event. It is important that members should enjoy themselves and make new friends so that when it comes to competition they will think more of the fun of competing than of the rewards they might gain.

Membership

Anyone wishing to join the TPC must make an application on the appropriate form, available from the club secretary. Applications will be considered by the committee on a monthly basis and successful applicants will be informed thereafter.

The membership numbers of the club are limited by the availability of qualified instructors, grounds capacity etc. The committee will consider these factors, and others, when considering membership applications. All members must be financial in order to use the grounds for riding, since our insurance will not cover them otherwise. TPC has two types of memberships, depending on availability –riding and social membership. All financial members over the age of 18 have voting rights.

Riding Membership

Riding membership is designed for the average pony club family – where the principal members are regular riders who may attend rally days and outside events as set out in this handbook. Each family must also attend a set number of working bees during one calendar year as detailed in the application form.

Social Membership

This type of membership is designed for family members who will be on the grounds with their children and do not ride but take part in all social aspects of the club. Social membership provides full insurance coverage for adverse events on the club premises.

Conditions of Membership

Our club runs on the hard work of the families of our members to run the club instruct the members, maintain the grounds, organise events and run the canteen and uniform shop. In order to ensure that the work is spread around evenly the committee designates a number of working bees for each member's family to complete each in lieu of higher fees. Some families may elect not to do some or all their working bees but, instead, contribute a pro-rata fee. The details of the number of working bees and the fee payable are contained in the annual membership form.

Family Membership

In practice several members of a family will join TPC together. An application form for each and a joining fee are required for this purpose. Also, working bee requirements apply to each family, and not each member.

Volunteer Instructors

Pony club members have to bear in mind that their instructors contribute their valuable time without any pay – passing on their knowledge gained through years of experience and study. Members are asked to pay only a small charge to belong to the club and benefit from this first-hand information. We can all show our appreciation by being loyal to our pony club at all times, by keenly supporting its members, its instructors and all its endeavours to progress and increase its membership.

Safety First

For pony clubs to operate safely and effectively, members must always do what they are told by the instructor in charge of a rally or event and must help other members at every opportunity.

Proficiency Certificates

Certificates are awarded to members as they progress, starting with a "D" and working up to "A" certificate. Details of how to gain these certificates are given in the Syllabus of Instruction booklet¹.

By passing these certificates, the PCAQ hopes that members will, in turn, be able to carry on the work of the movement by acting as instructors in the future.

Our Activities

TPC members are encouraged to attend our rally days, which are held for most of the year on the 1st and 3rd Sunday of each month. There is only a short break over the hottest part of the year—the Christmas holidays. Our rally days and events cover all disciplines appropriate to developing riders— dressage, combined training (dressage and showjumping), one-day event (dressage, showjumping and cross country), gymkhana (presentation, rider class, showjumping and novelty), hunter trial (showjumping and cross country) and mounted games (team novelty events).

The club grounds are also available to members, appropriately supervised, for impromptu riding and training activities.

Rally Days

The club has a policy of holding at least one full day rally on the 1st and 3rd Sunday of each month March to November. Inter or Intra Club competitions on TPC grounds may take the place of a rally day and all members are encouraged to participate in these competitions according to their ability.

What happens at a Rally Day?

At approximately 9:00am all members go to their, or the designated area. Riders are gear checked, marked for attendance and allocated up to five points each for the presentation of horse, rider and equipment. These three marks are recorded and count towards awards for attendance and presentation given at the

¹ Additional information is available in *Pony Club Manual No1* and *Pony Club Manual No2*, Elaine Knox Thompson and Suzanne Dickens, Ray Richards Publisher, Auckland, 1994

end of the year (End of Year Awards, page 8). If a rider is late, it is their responsibility to ensure they report to the head instructor and attendance recorded.

A wide variety of activities are covered during a rally day. These include troop drill, flat work, and dressage, lectures, show jumping and novelty events and cross country jumping.

The objective is to encourage all members to take pride in their appearance, their uniform and their pony. It also enables the instructors to check all gear on a regular basis for signs of wear and tear etc. – always Safety First. Members are not expected to plait their horses' manes and tails (although they can, if they want practice), but they must be as clean as possible and obviously groomed. Tack, including girths, saddlecloths and bits, must be clean and well cared for. Members should be in full uniform—once again—clean.

The canteen is open during rally days and is staffed by members on a roster basis. All members are required to provide four days of effort in canteen or other organised working activities, as part of the membership agreement (Working Bees – see page 9).

Yards

On rally days all yards are available to all club members. Yards can be reserved on the day, or after 3pm the preceding day, by closing the gate and placing a halter or sign over the gate. Yards must be cleaned after use.

Parental Responsibilities

At least one parent or adult family member must attend rally days with their children, not only for safety reasons but also to assist with the running and cleaning up at the end of the day. This person must be responsible for their non riding children at all times. At no time are unmounted children to stray onto active riding areas including the cross country course. All jumping for both children and adults must be supervised by an adult. If the parent is not present a responsible adult should be assigned as guardian. Children under the age of 17 must be supervised when on the grounds.

End of Year Awards

At the end of each year the TPC has a Presentation Ceremony. Throughout the year members have been awarded points for their presentation and attendance at pony club rally days. Perpetual and Non-Perpetual trophies are awarded. Riders need to attend 3 Rally Days to be eligible for end of year trophies. See our List of End of Year Trophies and Awards on our website under TPC General Information.

<http://www.tallebudgeraponyclub.com/page5.html>

Note: Led-liners are eligible for the following points based trophies

- Presentation and Attendance
- Champion led-line (new award and a perpetual trophy for the led-line with the highest points gained at Zone 2 PCAQ competitions) and
- all Non-points based trophies including a new Encouragement Award for Led-line.

Results Registration

It is necessary for riders to register all their results within one month of the competition- refer to website for details.

Equipment for Pony Club

It is essential that all members are safely mounted. This requires a pony (or horse) that is suited to the skills and size of the rider, equipment that is complete, well fitted, and safe. Just as important is a Safety First attitude from both rider and parent.

Prior to attending their first rally day or other Pony Club event, the Chief Instructor will confirm that new members and their mounts conform to the club policy. Prior to any riding event all gear will be checked by an instructor. It is the riders' responsibility to ensure that this takes place.

Please note the TPC guidelines below.

For the Horse

- The saddle should sit comfortably on the horse's back, clear of the withers and backbone. The counter lining should be soft and all leather should be well oiled and in good condition.
- All stitching should be checked regularly, particularly on stirrup leathers and girths.

- Your stirrup irons should have 10mm clearance on both sides of your boot, to enable an easy release.
- The recommended bridle is a single snaffle type.
- For PCAQ affiliated activities, such as rally days, all horses must have a bit in their mouths and reins must be attached to the bit. A single snaffle bit is recommended for all facets of pony club. (Check that it doesn't pinch the corners of your horse's mouth).
- The TPC saddle cloth is to be used at events. This is available from the Uniform Shop.

For the Rider

- Riding boots should be worn that are elastic sided and brown or black with smooth soles. High heeled boots are not to be worn at pony club.
- For rally days a long or short sleeved Club Polo shirt and jodhpurs should be worn.
- For Official Days a club tie is to be worn with the Sky Blue long sleeved shirt, blue V necked vest (available from the Uniform Shop) and fawn or beige jodhpurs.
- A badge can be worn to secure the tie and this should be Tallebudgera Club badge – available from the Uniform Shop.
- Helmets certified to AS/NZS 3838, EN 1384 or ASTM F1163, under 5 years old and must be worn at all times while mounted. If a helmet is subjected to a fall (or it is dropped on a hard surface) it is recommended that it is replaced since its protective qualities can be significantly reduced.
- The Uniform Shop has second hand clothing as well as new uniform items. The exception is helmets which should never be bought or sold second-hand.

Membership

Conditions of Membership

Indemnity Forms

All members must sign the two indemnity and liability waiver forms supplied by the club and PCAQ. Failure to sign these forms will cause the PCAQ office to return the person's membership fees to the club, thus declining affiliation and voiding your insurance.

Working Bees

- Members are required to attend four working bees per year plus attend rostered days in the canteen. Grounds working bees are run and will be advertised on the TPC website and notice emails sent to members. The running of the canteen on a rally day is also considered a working bee.
- Members with some instructional background or qualified instructors are asked to give their time to the instruction of our younger members on rally days to fulfil their working bee requirements.
- Parents or members must make sure that they sign the attendance book at each working bee that they attend.
- There is a \$280 working bee levy. A \$70 discount given for every nominated working bee attended. Each family is required to attend a minimum of 4 working bees to avoid the fee. The attendance books are checked every six (6) months and members not attending their working bees will be reminded. The levy will be payable prior to joining the following year. This means if working bee commitments are not fulfilled or working bee levy not paid, your membership application cannot be approved.
- Storage of equipment is both an insurance and safety issue and while this is not considered as working bee, all members and parents are asked to assist with the clean up after each rally and event. If members consistently leave the grounds before tidying up is complete, this will be taken into account when membership renewals are considered.
- During the year some special working bees will be organised and members will be contacted by the Roster Convener for their assistance.
- The Roster Convener will contact members for working bees for the official events run at Tallebudgera Pony Club.

Parental Supervision for children under the age of 17

If for any reason a parent is unable to stay for the full day, the club Chief Instructor must be informed. A guardian must be nominated in writing and a contact phone number left.

Official Events

Throughout the year clubs affiliated with PCAQ run different official and unofficial events, which any PCAQ members may compete at, provided they have attended at least 2 rally days in the past 12 months.

Members wanting to compete in official events will need to get a Performance Card for the discipline through the pony club secretary (Performance Cards, see page 28).

Outside Competitions

Any member representing the club at any competition must

- Wear full formal uniform (long sleeved shirt, tie and pin, vest and fawn jodhpurs)
- Attend at least 2 TPC rallies in the past 12 month period. Note this is a rolling 12 months and not the prior calendar year.
- At State level competitions, all riders 13 years and older, will have to have achieved at least a C level proficiency certificate.

Committee Approval

All applications for new membership must go before the TPC committee for approval.

Rules of Tallebudgera Pony Club

Use of Grounds

- The grounds are not available for use by anyone except financial TPC members unless authorised by the committee.
- Anyone handling a horse on TPC grounds must wear enclosed footwear.
- Any person riding on the grounds must wear proper riding boots and helmet AS/NZS 3838, EN 1384 or ASTM F1163.
- Bridles with a bit meeting TPC guidelines, or approved by the Chief Instructor, must be used at all times when riding.
- Check the safety of all tack and equipment before each use.
- All tack and equipment must be used in the manner for which it was designed to be used.
- No show jumping or cross country jumping is allowed without the presence of a person over the age of 18 years.
- Report any unsafe equipment or areas to a committee member.
- When riding on TPC grounds ensure that weather, ground and light conditions are conducive to the riding activity.

- The gate is to be left SHUT at all times.
- No dogs at all to be brought on to club grounds on any day on which an unofficial or official event is being held including rally days or clinics and RDA days (Friday and Saturday mornings). At all other times, dogs must be on a lead and under the control of their owner. Any dogs wandering the grounds must be tied up and the owner (if known) will be notified to come and remove immediately.
- Riding of bikes is only allowed on sealed roads. No skateboards are allowed on TPC grounds.
- No member may smoke whilst in pony club uniform and the club house covered area is a non-smoking area. On rally days and events smoking is only allowed at the designated smoking area.
- Bad language and unsportsmanlike behaviour by members, parents or guests will not be tolerated.
- Cruelty to horses will not be tolerated and should be reported to a committee member if witnessed.
- The consumption of alcohol is not permitted on the grounds whilst any official function involving horses is in progress.
- NO SPEEDING in vehicles on TPC grounds – Speed Limit 5km. Horses always have right of way.
- No riding on the outside of cars, horse floats or trailers whilst on the grounds.
- All visitors to the TPC grounds must be accompanied by a member and must abide by the club rules.
- Currumbin Valley Riding for the Disabled uses the grounds on Friday and Saturday mornings between 7:00am and 1:00 pm. Any member wishing to use grounds at these times is to seek permission from the Chief Instructor of the RDA prior to these times. All consideration and courtesy must be extended to RDA riders and helpers who use the grounds.
- **No help no ride** rule applies to rally and competition days on TPC grounds.

Agistment

Agistment is available to TPC members on the club grounds. Complete the application and submit it to the agistment officer. Forms and rules are available on the TPC website.

Outside Events

Presentation Guidelines

Your Horse

The conformation of the horse is not to be taken into account. The horse is to be presented in the manner best suited to the horse. For example, if having a hogged mane suits that particular horse better, then it should not be marked down because it has a hogged mane. The following points will be considered:

- A horse with properly plaited mane will be marked higher than a horse with a mane that has not been plaited. The numbers of plaits on the mane itself are to be an odd number so that when the forelock is taken into account this will make an even number of plaits. No ribbons are to be placed in the mane.
- A horse with a plaited tail will be marked higher than a horse without a plaited tail. The tail is to be correctly plaited and the end of the tail is to be pushed up within the plait and not left hanging down. No ribbon (with exception of the red ribbon to warn of kicking) is to be used in the tail. False tails are acceptable.
- The horse's coat is to be considered. It should be glossy and clean. A horse with a checkered pattern on the rump will be marked higher than one without.
- The horse's hooves should be clean and dressed.

Rider

The rider should be in the correct TPC uniform. No rider should be marked down for presentation by reason that the uniform is old or within reason does not fit properly. The following will be considered:

- The uniform should be clean, the boots clean and polished.
 - No long earrings or other conspicuous jewellery should be worn. Studs are allowed. Rings, if worn, to be covered by gloves and necklaces placed inside shirt.
 - If the rider has long hair it should either be plaited, tucked up inside the helmet or in a hair net.
 - Jodhpurs, beige or fawn in colour, should be worn.
 - Stockman - cut trousers are permitted for sporting, camp draft and mounted games at all levels within Queensland.
 - Chappetts may be worn in polocrosse, camp drafting or cross country section of ODE only and is not allowed at gymkhanas.
 - A long sleeved shirt should be worn, with a club tie.
-

- Boots should be worn by all members, brown or black, elastic - sided (with or without zip) low heeled Jodhpur boots with smooth soles. All brands of smooth soles, whether leather or synthetic, designed as riding boots are allowed. If sole has a textured tread, it must be no more than 3mm in depth with a smooth border around the outside of the tread pattern. Lace up riding boots with eyelids and hooks are allowed only if hooks are covered by gaiters.
- Gaiters that are full grain leather (full grain hide) in the same colour as the boot may be used in the same place as long top boots.
- Equestrian helmets AS/NZS 3838, EN 1384 or ASTM F1163 with effective chin strap must be worn.
- Use of coats or rain jackets may be permitted during wet weather at the discretion of the organising committee on the day.

Gear

The age of the saddle rugs or gear should not be taken into account but the following will be considered:

- The bridle and reins should be clean, appropriately dressed and properly fitted.
- The bit should be clean.
- The saddle is clean, dressed (if appropriate) and properly fitted.
- The girth must be properly tightened.

(Note: all-purpose saddles are permitted and will not be discriminated against.)

Entries and Nominations

If you are going to compete at an outside event there is a set procedure for entering. If this procedure is not followed you may find yourself not being allowed to compete. To avoid any confusion for our Nomination Secretary or for the organising club please follow the procedure outlined below.

(Note: this is for PCAQ events only – for EFA events you must enter yourself). Nominations and entry fee must be placed in the nomination box at the clubhouse, **4 working days prior** to the closing date - refer to website for details. The procedure is on the TPC website.

Risk Management

A number of key roles at TPC are essential to the safe and effective operation of our events. These roles are in addition to the well known managerial positions such as president, vice president, treasurer and

secretary. In order to maintain standards of operation from year-to-year, the handbook is being used to record the current extent of these roles and to highlight areas of particular focus for safety.

The following section lists the TPC committee and other positions and within each description specific responsibilities for the management of risk are detailed. It is essential for every job holder to be familiar with the areas of risk they are responsible for and to employ the safety procedures set down. The TPC records all adverse incidents and these must be reviewed by the President and the committee at the following meeting and discussed and actioned if necessary.

Medical Officer

Accidents and injuries are not uncommon in the sport of horse riding. These may involve the horse or the rider or both as well as bystanders and spectators. At all times the safety of the riders, spectators and horse must be of paramount importance. Throughout the year the Medical Officer will:

- Ensure the TPC maintains an appropriate first aid kit, which is to be kept in the canteen area
- All instructors and committee members of TPC are to be made aware of the kit and its contents. The maintenance of the kit is the responsibility of the Medical Officer.
- Ensure that all instructors of the club to have adequate knowledge of basic first aid, including administration of cardiopulmonary resuscitation
- Inform instructors to be aware of who is the Medical Officer at any rally day or event
- Maintain an audit and incident book that is to be kept in the canteen area.
- Any accident or injury is to be detailed in the incident book by the Medical Officer or Chief Instructor of the club as soon as possible after the event.
- Confirm that all parents or guardians of riding members at the club sign the liability waiver and indemnity statement
- In the event of a serious injury to the rider and in the absence of the parent, the club is empowered to call an ambulance to transport injured rider to hospital.
- Ensure parents are informed of any injury as soon as possible
- Parents not on the grounds at the time of an injury will be phoned on the number they have left with the Chief Instructor.

- Monitor incidents and identify any recurring event involving the same horse and rider, leading to an injury.
- Notify the Chief Instructor and counsel parents and rider to reduce any identified risks to an acceptable level.
- Review measures on a continuous basis and propose changes to the committee at the earliest opportunity.
- The Medical Officer has the authority to impose new measures on a temporary basis without recourse to the committee.

Safety and Risk Management

In the event of an accident, specific measures have been identified to reduce the risk. The Medical Officer will ensure that these measures are well communicated to members and parents, any of who may be in a position to apply them. The measures are:

- Any injured rider must not to be moved until assessed by the Medical Officer or instructor
- The horse should be secured to prevent further injury
- Any injury involving loss of consciousness will necessitate transfer of rider to hospital by ambulance.

Rally days and events will normally be conducted under the supervision of the Chief Instructor. If the CI is not available, the rally day or event will continue only under the direction of a committee member specifically delegated by the Chief instructor or, failing this, any instructor willing to take charge and having a "C" level instructor certificate.

The following measures have been identified as reducing known risks associated with the conduct of pony club events and with the use of the grounds by members. Where appropriate, the Chief Instructor will ensure the measures are communicated to all members and parents. The measures are:

- Check all equipment to be used on rally day is safe and report any faulty equipment to the grounds convener
- Report any safety risk areas (low branches, holes etc) to the grounds convener
- Check the set up and distances of all equipment to be used for the rally day
- Ensure the ratio of instructors to riders on rally days is appropriate for activities planned

- Ensure gear and safety checks are done at the beginning of each rally or event
- Update and supervise instructors on any gear and safety check changes to rulings for each discipline
- Ensure any faulty or unsafe gear is reported to riders and/or to parents of rider.

Executive committee

The executive committee is charged with the day-to-day management of TPC and with setting the longer term goals and objectives. The Executive committee is made up of parents and members who volunteer their time to work with the instructors to provide a club for the benefit of the younger members.

A wide variety of jobs make up the executive committee, in addition to the President, Treasurer and Secretary. Details of these roles are set out in the Risk Management Guide, available from the club secretary. If you are interested in working on the committee, please come along to a committee meeting or contact a committee member.

President

The President bears overall responsibility for the club. The President is responsible for providing leadership for the long and short term direction of the club, problem solving, chairing monthly meetings inspiring the kids on rally days prior to the gear check. The President is responsible for ensuring the TPC follows risk management principles to ensure a good, safe riding environment.

Treasurer

The treasurer is responsible for the finances of the club, banking, budgets, cash flow and profit and loss statements. The Treasurer will produce monthly financial reports and reconciliation for the committee as well as presenting all the documents required for the auditor to audit the club's books at the end of each year.

Secretary

The secretary is responsible for logging all incoming and outgoing correspondence and notifying the committee of incoming correspondence and reciprocating and replying to it as resolved by them. All invoices and monies received to be given to the treasurer, and other correspondence to the appropriate committee member. Maintain a comprehensive list of all members and contacts. Maintain a current

membership waiting list and present applications to the committee for consideration. Ensure all relevant compliance reports and documentation is completed in a timely manner according to ASIC requirements.

Minute Secretary

The Minute Secretary is responsible for taking concise, accurate minutes of all committee meetings. Ensure the members tasked to do things are named and a time frame given. The minutes will be emailed or posted to the members within two weeks of the meeting.

Chief Instructor

When appointing the Chief Instructor, the position will be offered to the TPC instructor with the highest level of certification. If this instructor chooses not to take the position then it is delegated to the next highest instructor. If two or more instructors hold the same levels then a vote by all instructors will take place to determine who takes responsibility for the event.

Throughout the year the Chief Instructor will:

- Attend monthly meetings
- Organise and run the rally days
- Prepare program for teaching syllabus
- Keep a record of presentation marks and attendance
- Prepare plan for rally day set up and pass onto the Grounds Convener
- Oversee instructor candidates
- Organise proficiency certificate exams
- Assist to organise candidates for end of year trophies
- Assist Medical Officer, if needed.

Non Committee Members

Uniform Shop Coordinator

Throughout the year the Uniform Shop Coordinator will:

- Maintain sufficient stock of TPC polo shirts, saddle cloths, vests, pullovers, ties

- A list of preferred suppliers and order numbers is kept with the account books for the Uniform Shop.
- Run the Uniform Shop on rally days
- Maintain books of accounts for audit at year-end

Note: Large items such as saddles and tack are the responsibility of the vendor and must be brought to the pony club each month. Clothing, such as jodhpurs, shirts, boots, hacking jackets etc can be left with the Uniform Shop.

Zone Two Representative

The Zone Representative represents the TPC at Zone 2 committee meetings. TPC is entitled to 2 zone reps. The AGM committee will elect one committee member as the Zone 2 representative and will nominate the other rep. The Zone rep places all details about the Zone 2 events on the club website and provides a report of each monthly Zone 2 meeting.

Fund Raising Manager

The fund raiser designs, co-ordinates and organizes the fund raising activities in conjunction with the events. These include prizes, trophies, cash, vouchers etc. Sourcing available grants e.g. Community Benefit Fund should be undertaken and submissions made.

Grounds Convener

The grounds convener is responsible for maintaining grounds and arranging for repairs and maintenance. The convener will liaise with Chief Instructor and committee members to organise a “things to do” list for working bees and issue jobs to attendees. The convener will ensure that attendees sign-off the attendance book at each working bee.

Throughout the year the Grounds Convener will:

- Be responsible for day to day upkeep of grounds, mowing, removal of dead branches etc
- Liaise with committee members re grounds issues or repairs
- Arrange for any additional special working bees throughout the year
- Regularly assess grounds and advise committee of any issues.

Webmaster

The Webmaster is responsible for the TPC website. Updating it with information of interest to members i.e.: calendar of events, committee names & phone numbers, results, chief instructors report, classifieds and general information relating to Tallebudgera Pony Club.

Throughout the year the Webmaster will:

- Attend monthly committee meetings
- Collate all information and prepare a lay-out

Canteen Coordinator

The Canteen Co-ordinator organises the canteen for rally days and events at the pony club. The position may be shared, if necessary, between a number of volunteers.

Throughout the year the Canteen Coordinator will:

- Deal with canteen taking and float – keeping a record of money taken and spent
- A float is retained and change organized for rally and event days. All money taken during an event is given to the treasurer.
- Purchases of food and other supplies are made on account where possible or cheques are organized through the treasurer.
- Manage the purchase of food and supplies – food, drinks, cleaning products and small items of equipment
- A stock should be recorded each month to assess next month purchase requirements.
- Maintain rosters of canteen volunteers at the beginning of the year and then check at each rally or event that those rostered are attending
- Ensure that volunteers sign the attendance book
- Organise the cleaning of the canteen – fridges, equipment, etc. as required
- At the end of year a full clean out of fridges and freezers defrosted is to be completed.
- Organise the washing of the linen used.

Safety and Risk Management in the Canteen

Canteens can be dangerous places and specific measures have been identified to reduce the risk. The Canteen Co-ordinator will ensure that these measures are well communicated to parents who may be in a position to apply them.

The measures are:

- Monitor safety of all equipment – power cords, heating elements and power points, for example
- Ensure that all canteen staff adopt safe use practices of urns, hot water, etc
- Ensure extra care when handling hot drinks and hot food around children.
- Keep the canteen vermin proof
- Ensure maintenance of hygiene – equipment, floors, fridges, utensils, benches and linen
- Ensure hand-washing facilities are in good order - separate soap container and towel
- Provide separate boards for meat and salads, etc. and ensure correct usage
- Ensure that children are not allowed in canteen
- Inspect the canteen at the end of each rally or event to ensure that no food is left on the premises between rallies or events
- Check the barbecue safety and gas cylinders and request assistance from Grounds Convenor for repairs as needed
- Clean barbecue after and before each use
- Ensure canteen is locked after each use.

Roster Convener

The Roster Convener has the responsibility of assisting parents to remember to turn up for the working bee commitments that they have made.

Throughout the year the Roster Convener will:

- Devise a planner at the beginning of the year, including the different types of working bees and the available dates
- This includes canteen duty, set up of events but excludes the breakdown of events
- Confirm parents who attended working bees
- Enter data into spreadsheet to track

- Ensure enough workers at each function
- If not, call other members to assist
- From copy of working bee attendance sheet, follow-up with those who need to book another date
- 3-5 days before the working bee call all volunteers to confirm attendance
- Provide the Treasurer with outstanding working bee dates to permit re-billing for each half-year period - in June and December.

Risk Management Officer (RMO)

The role is to ensure that risks (all varieties) are managed the best possible way using a risk management approach - identify the hazard, assess the risk, control the hazard, review and monitor. The risk management motto is THINK SAFE - RIDE SAFE - HOME SAFE.

Risk management involves minimising risks facing INDIVIDUAL PONY CLUB, affiliated clubs and their members (collectively referred to as the Sport), whether appearing in the form of financial loss or physical injury or damage or abuse.

It includes a number of steps summarised as follows:

- Identifying risks which threaten the well being of the Sport;
- Assessing the importance of those risks and the consequences to the Sport if they are ignored. The focus generally is on safety issues and minimising potential litigation;
- Designing a process to eliminate or minimise those risks;
- Taking all possible steps to comply with that process; and
- Constantly reviewing the process so that it can be improved and grow to suit the needs of the sport.

Member Protection Information Officer (MPIO) is a person trained to be the first point of contact for a person reporting a complaint under, or a breach of, the policy. The MPIO provides confidential information and moral support to the person with the concern or who is alleging harassment or a breach of the policy. They help the complainant deal with any emotions they may have about what has happened and operate as a sounding board as the complainant decides what they want to do. The MPIO may accompany the complainant in anything they decide to do, if it feels appropriate and they are happy to do it.

Nominations Secretary

The Nominations Secretary manages and carries out nominations (or entries) for outside events run by other clubs. The nominations are all made on official entry forms that are available from the Tallebudgera Pony Club. The Nominations Secretary will not, under any circumstances, use his or her own money or pony club funds to pay for nominations. All members must provide the correct entry fee, as stipulated on the published entry form, at the time of submission.

Throughout the year the Nominations Secretary will:

- Display all event programs available on the notice board in the TPC grounds and on the TPC web page.
- Check entry closing dates and work out the closing date for TPC members, that allows time for collation, form completion and mailing of entries to inviting clubs before their closing date (entries must be in the nomination box at the TPC office 4 working days prior to closing date).
- Check mail box at TPC ground for any new event invitations and programs.
- Collect members' entries and bank all funds promptly, in liaison with the treasurer.
- Keep records of each event nomination detail and make this information available to the chief instructor and treasurer.

PCAQ Proficiency Certificates²

What are Proficiency Certificates?

The syllabus for proficiency certificates A, H, B C, C+, D*, D and K is set out in the APCC Syllabus and Instruction booklet available from PCAQ. In the front of the book is a list of minimum age for children in Queensland to sit for the various certificates.

Who Should Aim for Certificates?

Gaining proficiency certificates should be an aim of the average pony clubber. While certificates D*, D and C are gained by most members of pony club as a matter of course, many carry on to B standard. Holding a C Certificate is a minimum requirement to nominate for a state event.

² This information has been re-produced from the PCAQ 2002 Administration Handbook.

Proficiency Certificate Work Books

PCAQ has available workbooks for D, D*, C, C* and K Certificates.

PCAQ Technical Officials - Training

PCAQ Technical Officials include dressage judges, showjumping judges, course builders, jumping equitation judges, scorers and technical delegates. From time to time courses and accreditation is offered by PCAQ.

PCAQ By-Laws

Note: Hereafter throughout these By Laws, where the word “he” is used, this shall be taken to mean he or she. The word “Club” refers to any PCAQ affiliated pony club.

Stallions and Rigs

No stallion, colt, entire or rig is eligible to take part in any Event, Competition or otherwise at any function conducted by the Association or any of its Affiliated Clubs, when run under PCAQ Inc rules.

Ownership of Mounts

A horse must be either:

- Owner ridden
- Leased for not less than six months, such lease to be registered with PCAQ. Leased horses are not eligible for competition until three (3) weeks from the date of the lease
- Owned by a financial member and regularly ridden by a Junior or Associate member of a club to which both the rider and owner belong. Members may be required to prove that their mount is regularly ridden at pony club rallies.

Mounts

At all pony club fixtures, a rider shall be confined to the use of one mount, except where special rules permit otherwise.

Doping

It is forbidden to use or administer or cause to be used or administered, on or to any horse a tranquilliser, stimulant, depressant or drug of any kind in any manner whatsoever, either before or during any pony club

activity or competition. Any member of an affiliated pony club owning, riding or entering such horse in any such activity shall be called before the Disputes Committee and if a breach of this by-law be found shall be:

- Disqualified for the day
- Be brought before the relevant club management committees which may at its discretion impose disqualification or suspension. The certificate of a duly qualified veterinary surgeon to such an effect shall be 'prima facie' evidence that any such tranquilliser, stimulant, depressant or drug has been used or administered. Random swabs may be taken at the discretion of the organising body.

Veterinary Treatment

If during any pony club activity it is necessary to treat a horse with a drug that is calming, anti-tetanic, fortifying or stimulating, a veterinary surgeon appointed by the person in charge of such activity must be notified immediately and he must verify the expedience or necessity of the treatment to be given. The expense is to be borne by the owner.

Definition of a Fixture

A fixture shall be defined as one programme held on one or more days by the one organising committee. Special rules apply for State Championships as deemed by the management committee.

Guarantee of Age for Competitors

At association, zone or club fixtures an official of the club must guarantee the age of the competitor. The competitor **MUST REMAIN** in their correct age group as at the date of the first day of competition.

Eligibility of Pony Club Competitors

In all pony club events, whether conducted by a pony club organisation or a show society, only financial members of an affiliated pony club of Queensland or any other Australian state shall be considered eligible to compete provided that the club is aware and agrees to the rider representing their Club. Proof of this may be required. The production of a current pony club receipt may be required to be sighted.

Alcohol on Pony Club Grounds

Sale or consumption of alcohol is not permitted during the running of events or competitions under pony club control which are attended by pony club members with their horses. Alcohol may be available at pony

club social functions or following the conclusion of events or competition when horses are no longer being ridden.

Dogs on Pony Club grounds

Dogs on grounds are viewed by PCAQ and the TPC committee as a potential safety issue. However, we understand that some members may wish to bring their dogs onto the grounds for exercise etc and the committee has no wish to penalise responsible dog owners. Accordingly, the committee has considered the issue of dogs on TPC grounds and we now confirm the Club's policy as follows:

No dogs at all to be brought on to club grounds on any day on which an unofficial or official event is being held including rally days or clinics and RDA days (Friday and Saturday mornings).

At all other times, dogs must be on a lead and under the control of their owner. Any dogs wandering the grounds must be tied up and the owner (if known) will be notified to come and remove immediately.

Membership and Transfers

Members shall belong to only ONE club at any one time. When absent from their home club for an appreciable time, and by an appreciable distance, they may apply to become honorary (i.e. unpaid) members of another club and compete in that club's events and with written approval of their home club, they may also represent the second club and zone in inter-club or inter-zone events at which their home club or zone is not present.

Clearances for Members

Clearance forms for members wishing to transfer to another Club are available from PCAQ. All clearances will be made on these forms. Requests for clearance will be made in writing to the club Secretary.

Clearance will date from the receipt of written application as stated on clearance form and must not be delayed. All members applying for transfer must be free of all financial debt to their present club.

Clearances can be withheld until such debts are discharged.

Open clearances for members should be provided to members if they are uncertain as to which club he or she will join following moving from a club or leaving the area.

Receiving a Transferee

When a club accepts a transferee, he is required to pay club fees to the new club. If the transferee is a current financial member of a club (meaning affiliation fee to PCAQ has been paid for the current year) then, the receiving club should forward the person's name to PCAQ on the next legal liability form. They do not need to include payment of affiliation fees.

- A 30 day waiting period must be observed before competition only when transfer takes place within a zone.
- The transfer is binding for 6 months unless special circumstances occur.
- NO club fees will be refundable to a member transferring.

Indemnity Forms

All members must sign the form supplied by PCAQ called "Liability Waiver, Release and Indemnity". Failure to sign these forms will cause the PCAQ office to return the person's membership fees to the club thus declining affiliation with the Association. The forms are to be kept with other membership records at the club.

PCAQ Membership Cards

Starting in 2001, PCAQ will issue membership cards to each financial member of our Association. The cards will be prepared in the PCAQ office and posted to the clubs for distribution to their members.

(Note: These can be used as a record of attendance of Tallebudgera Pony Club)

Instructors

To hold a PCAQ Instructors Certificate the person must:

- Be a current financial member of an affiliated club. It is not sufficient to be an honorary member, they must also be financial.
- Attend a refresher school every two years (Aug 2000). Failure to attend a refresher will result in their accreditation being reduced to a lower level until a refresher is attended, after which the original grading will be restored. (i.e.: a Level C will become a Level 0* until a refresher is attended, after which they return to Level C).
- Attend 25% of muster/rally days at their home club each calendar year have their certificate renewed by their club management committee each year.

Professional Instructor as a member

A professional instructor MAY be a member of a pony club but MUST NOT charge an instructional fee at a pony club school, rally or muster which has been organised by their home club. No Professional Instructor may canvas for students at pony club. Professional Instructors must produce proof of identity, qualifications and own liability insurance to the committee to instruct on TPC grounds.

Professional Instructor is not a member

A pony club has the right to employ and pay the fees of suitably qualified instructors who are not its members. Organisers MUST sight evidence of current professional indemnity insurance.

Trainer

One who educates trains or schools horses for any pony club work and receives payment for such. (Horse breakers excluded)

Horse Dealers

Pony club must not be used to canvas the sale of horses by professional horse dealers. Trainers and Horse dealers will not be permitted to hold PCAQ Instructor Certificates.

Members and Instructors

Any member who knowingly engages an instructor or coach to give lessons on TPC grounds who does not meet the criteria set by the Committee will be subject to disciplinary action.

Performance Cards

Performance cards in official events are required by riders 13 years and under 26 years for combined training, showjumping, ODE and dressage. Performance cards are not required for the Pony & Galloway or 12 years and under section of an official showjumping event. Please note that the issue of a showjumping card affects the grading of the horse for combined training. (Refer relevant discipline rule books).

Applications to register a horse should be completed in full, signed by both rider and club secretary and forwarded to PCAQ accompanied by the appropriate fee for the cards required. Applications forms to register a horse are available on the PCAQ website. It is recommended that initial grading should only be applied for when the horse is of sufficient standard to compete in that discipline.
